

**UNITED STATES TRUSTEE'S  
MONTHLY OPERATING REPORT WORKSHOP  
JANUARY - DECEMBER 2008**

Presented by: Brian Martinson, CPA  
Bankruptcy Analyst, San Jose

Karen Muir, CPA  
Bankruptcy Analyst, San Jose

Patricia Martin  
Bankruptcy Analyst, San Francisco

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Trial Attorney, Oakland

Wayne Yee  
Bankruptcy Analyst, San Francisco

F. Stewart Player  
Bankruptcy Analyst, Oakland

Michael Sorgaard  
Regional Bankruptcy Analyst, San Francisco

Areas Covered: You will receive a basic review of how to complete the monthly operating reports required by the United States Bankruptcy Court for the Northern District of California and the United States Trustee, Department of Justice for Chapter 11 Debtors-in-Possession and Trustees and Chapter 7 Trustees with operating cases.

- Purpose of Monthly Operating Reports
- Instructions on how to get started
- Review of all schedules in the Monthly Operating Report
- Insight into the UST review of Monthly Operating Reports

Prerequisite: Working knowledge of bookkeeping, including basic understanding of the balance sheet, income statement, and cash flow analysis.

Course Level: Basic

Course Schedule: **SAN JOSE** courses are held at 280 South First Street, Room 268, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 18	April 11	July 18	October 10
February 15	May 9	August 15	November 7
March 14	June 20	September 12	December 5

**SAN FRANCISCO** courses are held at 235 Pine Street, Suite 700, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 4	April 4	July 11	October 3
February 8	May 2	August 1	November 14
March 7	June 6	September 5	December 12

**OAKLAND** courses are held at 1301 Clay Street, Room 690N, from 10:00 A.M. to 12:00 Noon, on the following dates:

February 1	May 2	September 5	December 5
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**SANTA ROSA** courses are held at 777 Sonoma Avenue, Room 116 on the following dates **by appointment only:**

January 25	April 25	August 29	November 14
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Please call Wayne Yee at (415) 705-3361 to schedule a Santa Rosa appointment

Cost: Free to anyone interested in bankruptcy financial reporting.